

2013 AHA Instructor Essentials Courses
Frequently Asked Questions (FAQs)
As of June 20, 2013

General Information

Q: What are the AHA Instructor Essentials courses?

A: The AHA's Instructor Essentials courses are online, self-directed, discipline-specific courses that include information needed to teach classroom courses and conduct skills practice and skills testing sessions for eLearning courses associated with each discipline. Completion of the AHA Instructor Essentials Course is a required step to become an AHA Instructor. It is also a requirement for current Instructors adding a discipline and all AHA Faculty (National, Regional and Training Center Faculty).

Q: Do the Instructor Essentials courses replace the Core Instructor Course?

A: Yes. The Core Instructor Course has been discontinued (although current stock may be used until August 30, 2013). This course was replaced by the Instructor Essentials courses and is no longer a requirement for any member of the AHA Training Network.

Q: What is covered in each of the AHA Instructor Essentials courses?

A: These courses cover planning and preparation for courses, teaching courses, conducting written exams (if applicable), skills practice and skills testing and keeping your Instructor status current. Each course includes a general module and a discipline-specific module.

Each course also includes a "Resources" tab containing the electronic AHA Program Administration Manual (PAM) and the discipline-specific AHA Instructor Candidate Workbook. *Please note that the candidate workbook is only accessible when the Instructor candidate is in the discipline specific module of the course.*

Q: Why did the AHA create updated Instructor courses?

A: The AHA developed new Instructor Course materials to aid in providing quality and consistency in all Instructor training. Changes in science and class structure implemented since the release of the previous Instructor Course materials drove the need to develop new materials. The goal in developing new tools was to recognize and respect the time constraints of Instructor candidates and Faculty while not compromising on the need for quality Instructor development. The new courses make great strides in meeting this goal.

Q: Who is the target audience for the AHA Instructor Essentials courses?

A: Candidates who wish to become new AHA Instructors must complete an AHA discipline-specific Instructor Essentials Course for the discipline that they want to teach (ACLS, BLS, Heartsaver, PALS or PEARS). Also, all AHA Faculty (National, Regional and Training Center Faculty) must complete the Instructor Essentials Course for the discipline(s) for which they are Faculty.

Q: What are the prerequisites for taking an AHA Instructor Essentials Course?

A: Before taking this course, candidates must have a current course completion card for the provider course that they wish to teach. They must also have aligned with an AHA Training Center that is accepting new Instructors for that discipline.

Q: Does successful completion of an Instructor Essentials Course result in an AHA course completion card or AHA Instructor card?

A: No. Completion of the AHA Instructor Essentials Course is **one** of the requirements to become an Instructor. To earn an AHA Instructor card, the Instructor candidate must complete all five steps of the process. Upon completion of an Instructor Essentials Course, a certificate of completion is available to print and must be presented by the Instructor candidate when he/she attends the classroom Instructor Course of the corresponding discipline.

Q: What is the full process for becoming an AHA Instructor?

A: As listed in the May 7, 2013, document, "Training Memo: AHA Instructor Requirements," posted on the [AHA Instructor Network](#), the steps for becoming an AHA Instructor are:

1. Be accepted by an AHA Training Center prior to enrolling in an Instructor Course and have a completed Instructor Candidate Application to file with that Training Center
2. Have current AHA provider status in the discipline for that Instructor Course and be proficient in all the skills of that discipline
3. Successfully complete the discipline-specific Instructor Essentials Online course and print the certificate of completion
4. Successfully complete the discipline-specific classroom Instructor Course
5. Successfully complete being monitored teaching the first course within six months of completing the discipline-specific classroom Instructor Course (Training Center Coordinators can require additional monitoring if needed)

Also, as of January 1, 2012, all Instructors must be registered and confirmed (aligned) on the [AHA Instructor Network](#). Aligning on the AHA Instructor Network will allow the Instructor to obtain and use the Instructor ID# that is required on all course completion cards, as well as critical tools and information needed to conduct courses.

Q: Approximately how long do the AHA Instructor Essentials courses take to complete?

A: Approximate course completion times are listed below:

- BLS Instructor Essentials – 2 hours
- Heartsaver Instructor Essentials – 2 hours
- ACLS Instructor Essentials – 3 hours
- PALS Instructor Essentials – 3.5 hours
- PEARS Instructor Essentials – 2.5 hours

Q: Are continuing education (CE/CME) credits offered for the AHA Instructor Essentials courses?

A: Yes, CE is offered for Instructor candidates. Please see the final section of this FAQ for specifics. *Please note, it is recommended that candidates apply for this CE within 30 days of completing the course.*

Training Questions

Q: When must new Instructor course materials be used?

A: Beginning August 30, 2013, only the new materials can be used for conducting all AHA Instructor courses.

Q: Who must take an AHA Instructor Essentials Course?

A: The following groups must complete an AHA Instructor Essentials Course:

- All National, Regional and Training Center Faculty
- All new Instructor candidates
- Instructors who are adding a discipline (e.g. BLS Instructor adding an ACLS Instructor status)

Q: By when must AHA Faculty complete an Instructor Essentials Course?

A: All AHA Faculty must take the online Instructor Essentials Course before teaching their first course with new materials or performing any course monitoring for courses taught using the new materials.

Q: Can Training Centers purchase one copy of the Instructor Essentials Course for each of their TCs' approved disciplines and conduct in-person training for all of their Training Center Faculty, documenting that this update was completed as a group?

A: No. As Training Center Faculty specifically responsible for conducting Instructor courses, each Training Center Faculty must complete the Instructor Essentials Course individually to ensure full knowledge and understanding of the content and delivery of each Instructor Course. Also, each Training Center Faculty must have access to his or her own AHA Instructor Essentials Course for reference and review after completing the course.

Finally, group training is not allowed because Training Center Faculty appointment is Training Center-specific and non-transferrable. Therefore, documentation of a Training Center Faculty member's completion of the Instructor Essentials Course in a group setting would not be transferrable should the Training Center Faculty move to another Training Center.

Live/group training is not acceptable for National and Regional Faculty. Only individual completion and documentation will be recognized and accepted for current and future Regional and National Faculty.

Q: What if I do not teach Instructor courses in my role as AHA Training Center Faculty? Do I still need to take the Instructor Essentials Course?

A: Yes. According to the AHA PAM, Training Center Faculty are appointed specifically to conduct Instructor courses. Training Center Faculty not conducting Instructor courses are not meeting the requirements of the role. Page 10 of the PAM states that AHA Training Center Faculty:

- Serve as quality assurance and educational leadership for the TC
- Conduct Instructor courses and monitor, update and coach Instructors
- Ensure that the TC is capable of conducting quality Instructor courses, course monitoring and Instructor updates within the TC

Q: Do those who are Faculty for multiple disciplines have to complete an Instructor Essentials Course for each discipline?

A: Yes, but Faculty will only have to complete the first (general) module once. The general module will be marked complete when Faculty log back into their account to take Instructor Essentials courses for additional disciplines. Please note that the general module will remain available for review.

Q: Do current Instructors need to take an Instructor Essentials Course?

A: No. AHA does not require current Instructors to complete any components of the new Instructor materials to maintain current Instructor status. However, the Instructor's Training Center may require completion of an Instructor Essentials Course or other components.

AHA Instructors that wish to add a discipline WILL be required to complete the discipline-specific Instructor Essentials online course.

Q: Do current Instructors need to take an Instructor Essentials Course every two years to maintain their Instructor status?

A: No. The requirements for maintaining Instructor status are outlined on page 54 of the PAM, accessible to current Instructors through the [AHA Instructor Network](#). To maintain Instructor status, current Instructors must maintain current provider status, earn four teaching credits in a two-year period, attend any required updates and be monitored teaching before their Instructor status expires. Please note, each day of teaching, conducting and testing counts as one teaching credit.

Q: Are BLS Instructor candidates required to take the Heartsaver Instructor Essentials Course in addition to the BLS Instructor Essentials Course?

A: No. The BLS Instructor Essentials Course contains information for teaching Heartsaver courses, so BLS Instructor candidates are only required to complete the BLS Instructor Essentials Course.

Q: Are PALS Instructor candidates required to take the PEARS Instructor Essentials Course in addition to the PALS Instructor Essentials Course?

A: No. PALS Instructors are authorized to teach PEARS without completing the PEARS Instructor Essentials Course. However, because PEARS is much different than PALS, the AHA strongly encourages PALS Instructor candidates to take the PEARS Instructor Essentials Course if they plan to teach PEARS, so that they understand the unique features of this course.

Q: Are ACLS EP Instructor candidates required to take an Instructor Essentials course?

A: No.

Q: After completing an Instructor Essentials Course and printing out the course completion certificate, how long does an Instructor candidate have to complete the classroom Instructor Course?

A: Instructor candidates have 90 days from the completion of the Instructor Essentials Course to complete the classroom Instructor Course.

Q: Is there an exam that Instructor candidates must complete? When is the exam administered? What is score must be achieved on the exam?

A: Yes. The Instructor Course exam is administered during the discipline-specific classroom Instructor Course. Instructor candidates must achieve a score of 84 percent or higher on this exam in order to receive an Instructor card.

Purchasing Information

Q: Where can I purchase the AHA's Instructor Essentials courses?

A: The AHA Instructor Essentials courses can be purchased through OnlineAHA.org or any of AHA's three [Distributors](#) (Channing Bete, Laerdal or WorldPoint). Product numbers for each Instructor Essentials Course are listed below.

- 90-1428 PEARS® Instructor Essentials
- 90-1429 BLS Instructor Essentials
- 90-1430 PALS Instructor Essentials
- 90-1431 Heartsaver® Instructor Essentials
- 90-1432 ACLS Instructor Essentials

Technical Issues

Q: Whom should I contact if I have problems with the Instructor Essentials courses?

A: For technical assistance, users may contact OnlineAHA.org support via phone at 1-888-AHA-8883 (1-888-242-8883) or email at help@onlineaha.org. Support is available 9 a.m. – 5 p.m. Eastern Time, Monday – Friday.

For product ordering and returns, users should contact the AHA [Distributor](#) from whom they purchased the product (Channing Bete, Laerdal or WorldPoint).

Q: What are the minimum system requirements for the AHA Instructor Essentials courses?

A: The minimum system requirements are listed below:

	Minimum Requirements
Operating System	Windows XP (SP3), Windows 7, Mac OS 10.6
Web Browser	Internet Explorer 7 or higher, Firefox 5, Google Chrome 19 (Both Firefox and Chrome update automatically) Flash 9 Player
Processor	Intel Pentium 4 2.2 GHz, or Intel Core Duo 1.87GHz
Memory	1 GB
Bandwidth	Broadband internet (LAN or Cable)
Screen Resolution	1024x768

Q: Will progress in an Instructor Essentials Course be saved if users log out of the system before completing the course? Can users log in and out of the Instructor Essentials courses?

A: No, these courses do not allow users to “bookmark” their progress within a module (general or discipline-specific). Users must complete a full module before exiting the course to ensure their progress is saved. Progress will NOT be saved if users log out of the course before completing a full module.

Q: Can course material be accessed after the online portion is completed?

A: Yes, information in the Instructor Essentials courses may be accessed for 12 months following initial activation of the course key online.

Q: Where can Instructor candidates access the Instructor Candidate Workbook in the Instructor Essentials Course?

A: The discipline-specific Instructor Candidate Workbook is accessible in the Resources section of the course when the candidate is in the discipline-specific module of the course.

Translations

Q: Will AHA Instructor Essentials courses be translated? Into what languages will they be translated? When will translated editions be available?

A: Currently, the AHA Instructor Essentials courses are not scheduled to be translated. For information on international distribution, please visit the AHA international Web page at www.heart.org/eccinternational.

Continuing Education Information

BLS Instructor Essentials CE Information

Continuing Medical Education Accreditation - Physicians

The American Heart Association is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

The American Heart Association designates this enduring material for a maximum of 2.25 *AMA PRA Category 1 Credits™*.

Physicians should claim only the credit commensurate with the extent of their participation in the activity.

Continuing Medical Education Accreditation – Physician Assistants

AAPA accepts certificates of participation for educational activities certified for AMA PRA Category 1 Credit™ from organizations accredited by ACCME or a recognized state medical society. Physician assistants may receive a maximum of 2.25 hours of Category I credit for completing this program.

Continuing Education Accreditation - Nurses

The American Heart Association is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

The maximum number of hours awarded for this CE activity is 2.25 contact hours.

Continuing Education Accreditation – Pharmacists



The American Heart Association is accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education. ACPE Credit: 2.25 Contact Hours or 0.225 CEUs. Universal Program Number: 0256-0000-13-677-H04-P.

Continuing Education Accreditation – Emergency Medical Services

This continuing education activity is approved by the American Heart Association, an organization accredited by the Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS), for 2.25 Educator CEHs, activity number 13-AMHA-F3-0189.

Heartsaver Instructor Essentials CE Information

Continuing Education Accreditation – General Audience



The American Heart Association has been accredited as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102; (703) 506-3275. In obtaining this approval, the American Heart Association has demonstrated that it complies with the ANSI/IACET Standard which is recognized internationally as a standard of good practice. As a result of their Authorized Provider accreditation status, the American Heart Association is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET Standard.

The American Heart Association is authorized by IACET to offer 0.2 CEUs for this program.

ACLS Instructor Essentials CE Information

Continuing Medical Education Accreditation - Physicians

The American Heart Association is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

The American Heart Association designates this enduring material for a maximum of 3.00 *AMA PRA Category 1 Credits™*.

Physicians should claim only the credit commensurate with the extent of their participation in the activity.

Continuing Medical Education Accreditation – Physician Assistants

AAPA accepts certificates of participation for educational activities certified for AMA PRA Category 1 Credit™ from organizations accredited by ACCME or a recognized state medical society. Physician assistants may receive a maximum of 3.00 hours of Category I credit for completing this program.

Continuing Education Accreditation - Nurses

The American Heart Association is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

The maximum number of hours awarded for this CE activity is 3.00 contact hours.

Continuing Education Accreditation – Pharmacists

The American Heart Association is accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education. ACPE Credit: 3.00 Contact Hours or 0.300 CEUs. Universal Program Number: 0256-0000-13-676-H01-P.

Continuing Education Accreditation – Emergency Medical Services

This continuing education activity is approved by the American Heart Association, an organization accredited by the Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS), for 3.00 Educator CEHs, activity number 13-AMHA-F3-0188.

PALS Instructor Essentials CE Information**Continuing Medical Education Accreditation - Physicians**

The American Heart Association is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

The American Heart Association designates this enduring material for a maximum of 3.25 *AMA PRA Category 1 Credits™*. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

Continuing Medical Education Accreditation – Physician Assistants

AAPA accepts certificates of participation for educational activities certified for AMA PRA Category 1 Credit™ from organizations accredited by ACCME or a recognized state medical society. Physician assistants may receive a maximum of 3.25 hours of Category I credit for completing this program.

Continuing Education Accreditation - Nurses

The American Heart Association is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

The maximum number of hours awarded for this CE activity is 3.00 contact hours.

Continuing Education Accreditation – Pharmacists

The American Heart Association is accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education. ACPE Credit: 3.25 Contact Hours or 0.325 CEUs. Universal Program Number: 0256-0000-13-678-H04-P.

Continuing Education Accreditation – Emergency Medical Services

This continuing education activity is approved by the American Heart Association, an organization accredited by the Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS), for 3.25 Educator CEHs, activity number 13-AMHA-F3-0192.

PEARS Instructor Essentials CE Information**Continuing Medical Education Accreditation - Physicians**

The American Heart Association is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

The American Heart Association designates this enduring material for a maximum of 2.50 *AMA PRA Category 1 Credits™*. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

Continuing Medical Education Accreditation – Physician Assistants

AAPA accepts certificates of participation for educational activities certified for AMA PRA Category 1 Credit™ from organizations accredited by ACCME or a recognized state medical society. Physician assistants may receive a maximum of 2.50 hours of Category I credit for completing this program.

Continuing Education Accreditation - Nurses

The American Heart Association is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

The maximum number of hours awarded for this CE activity is 2.50 contact hours.

Continuing Education Accreditation – Emergency Medical Services

This continuing education activity is approved by the American Heart Association, an organization accredited by the Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS), for 2.50 Educator CEHs, activity number 13-AMHA-F3-0193.